

In-Processing HHD Division West

- First Complete on-post in-processing below
- Report to Building 1660, Nelson Blvd.
- Bring:
 - 3 copies of the soldiers' orders
 - Last NCOER/OER
 - PT Card
 - Weapons Card
 - Profile
 - Clothing statement
 - SRP Packet
 - DA 647-Sign/In Sheet
 - CIF Printout
- S1 (SSG Holt, SSG Jackson) – (719) 524-0040
- S4 (SFC Salina) – (719) 526-2654

Fort Carson In-processing

All inbound soldiers and officers below the rank of Colonel in-process through the USA Replacement Detachment, regardless of direct assignment. To ensure in-processing is quick, simple and convenient, all in-processing requirements are met while the soldier is assigned to the Detachment. The Replacement Detachment is located in the Fort Carson Welcome and Farewell Center (BLDG 1218). Unaccompanied soldiers (SSG and below) are billeted at the Mountain Post Inn while assigned to the Detachment. Accompanied soldiers, (SSG(P) and above to include Officers and Warrant Officers) make their own lodging arrangements. Soldiers in the ranks of E-1 to E-6 participate in a four day in-processing program. E-6(P) and above to include Officers and Warrant Officers, will do a three day in-processing. For soldier convenience, the following services are available in the Welcome / Replacement Center:

- Finance (for travel claims and in-processing support) Room 160
- Command Financial NCO services (AER) Room 218
- Armed Forces Banking Services
- Army Career Assistance Program
- Personal E-mail accessibility for new arrivals
- Dental Processing Center
- Fax service (in-processing soldiers only)

WHAT TO BRING

All soldiers on assignment to Fort Carson should bring with them all initial issue. When you report in you MUST have the following documentation:

- All Assignment Orders and Ammendments.
- A correctly filled out DA Form 31 (Leave Form)
- 201 File
- Medical Record
- Dental Record
- Copies of Profiles (P2 and above only)
- Latest NCOER / OER
- Finance Packet from losing station.

*If you are attempting to get a compassionate re-assignment. You MUST report to the PSB Reassignment, Building 1218 Room 108.

If you are taking Permissive TDY in conjunction with your leave and it is annotated on your Leave Form (Block 17), you must go to the Housing office in Building 7301 (Colorado Inn) and get your leave form stamped. If you do not have this stamp you will be charged the 10 days of leave.

You are authorized to report in civilian clothes, however, you must be clean shaven and in accordance with AR 670-1 (i.e., no piercings, etc.). Additionally, if you are staying in the Replacement Detachment barracks (Mountain Post Inn), be prepared to change into BDU's if you arrive between the hours of 0630 and 1700.

The Welcome Center is open at the following days/times:

MONDAY – FRIDAY 0700-1700

SATURDAY – SUNDAY CLOSED

FEDERAL HOLIDAYS CLOSED

TRAINING HOLIDAYS 0700-1500

If you report to Fort Carson during the times that the Welcome Center is closed, report to Building 1219 (The Mountain Post Inn) and sign in with the CQ desk.

If you need a leave extension, call the Front Desk at (719)526-2424, or 1-800-279-1151.

WHAT YOU WILL BE DOING

Junior (E1 - E6) Inprocessing Schedule
Senior (E6(P) - CSM & Officers) Inprocessing Schedule

IMPORTANT INFORMATION

Welcome Center NCOIC

(719)526-9732 *Office*

Front Desk

(719)526-2424

CQ

(719)526-0345